

**Cowley College  
Board of Trustee Official Minutes**

**May 21, 2018**

A meeting of the Board of Trustees of Cowley College was called to order on May 21, 2018 at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S 4<sup>th</sup> Street in Arkansas City, KS

**Trustees**      Present      JoLynn Foster – Chair  
Nancy Burger  
Ned Graham  
Bob Juden  
Jill Long  
Brian Sanderholm  
Gary Wilson

**Staff**

Dr. Dennis C. Rittle, President  
David Andreas, Legal Counsel  
Tiffany Vollmer, Board Clerk  
Dr. Gloria J. Walker, VP of Finance and Administration  
Dr. Kori Gregg, VP of Institutional Advancement  
Paul Erdmann, VP Information Technology  
Shane Larson, Athletic Director  
Jason O'Toole, Executive Director of Student Affairs  
Chris Hollon, Executive Director of Institutional Effectiveness  
Janet Grace, Sumner Campus Operations Officer  
Deborah Layton, Faculty Liaison  
Dr. Michelle Schoon, Natural Science Faculty and Dept. Chair  
Rama Peroo, Director of Institutional Comm. and Public Relations  
Janet Davidson, Director of Early Childhood Education  
Meg Smith, Director of Mass Communications

**Guests**

Jessica Lucas, Government Affairs Liaison  
Jeni McGee, AC Daily Bytes  
Vicki Jackson, Citizen

**Invocation**      The Invocation was presented by Gary Wilson.

**Approval  
Of Board  
Minutes**      Bob Juden introduced and moved the adoption of the following resolution:

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on April 16, 2018, are hereby adopted and the Board Clerk is directed to file the Minutes with the official records of the college.

The motion was seconded by Brian Sanderholm, and carried.

**Financial Reports**

Jill Long introduced and moved the adoption of the following resolution:

**RESOLVED**, that the receipt of the Financial Reports for the month ending April 30, 2018 are hereby acknowledged and the Treasurer is directed to file said reports with the financial records of the college for audit, according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Ned Graham, and carried.

**Bill & Claims**

Ned Graham introduced and moved the adoption of the following resolution:

**RESOLVED**, that the approved fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Financial Aid Funds/Student Refund Check \$89,212.70 (net\$84,493.46). General Operating Activities disbursements include Foundation \$4,225.74 (net \$4,225.74); College Operating \$1,461,331.11(net \$1,448,145.07) and Federal Funds \$6,358.09; for a total written of \$1,471,914.94 (net \$1,458,728.90). Additionally, the Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending April 30<sup>th</sup>, 2018. Vice President of Finance and Administration is, hereby, directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees, and the Statutes of the State of Kansas.

The motion was seconded by Bob Juden, and carried.

**Communications**

1) Dr. Rittle provided a College update:

- Nearing completion of his 3<sup>rd</sup> year at Cowley and often reflects on the challenges that the College has overcome and thanked the Board members for their support, passion and dedication. Meaningful relationships and projects have been developed or revamped, to include the addition of the wrestling program, property acquisition, web site revamp, new campus construction, Jenzabar system migration, softball field renovation and new and improved campus signage.
- The College has undergone a revamping of the operations of the institution in relation to budgets and funding.
- All of the decisions that have been made in recent years have revolved around the goal of increasing enrollment.
- Thanked our local legislators for their support and consistently going to bat for the college.

2) Jessica Lucas provided a legislative update.

- 3) Janet Davidson provided an update on the feasibility study and progress towards the creation of an Early Childhood Development Center.
- 4) Meg Smith provided a recap of the recent National Media Seminar.
- 5) Thank you to Cowley Security and Criminal Justice from the Arkansas City Police Department.
- 6) Thank you to Cowley College Admissions staff from Rise Up for Youth, Inc.
- 7) Thank you to Dr. Rittle and Shane Larson from Bryce Roderick, KJCCC Commissioner.
- 8) Thank you to Cowley College from the Legacy Foundation.
- 9) Thank you to Cowley College from the Workforce Alliance of South Central Kansas.
- 10) Thank you to Cowley College from Whittier Elementary 3<sup>rd</sup> grade class.
- 11) Acknowledgement of Thanks to Dr. Rittle from Dr. Steven Scott, Pittsburg State University President.
- 12) Thank you to the Cowley College Board of Trustees from Homestead Realty, Big Wigs Salon, and Polish Nail Salon.

### Board Reports

Bob Juden provided a recap of his recent trip to the ACCT Governance Leadership Institute on March 21-23, 2018 in San Antonio, Texas. Enjoyed meeting other community college Trustees. There were very few from the Midwest. Parent friendly campuses were a large topic of discussion. Many colleges with childcare facilities require that the parent be a student at the college in order for the child to be accepted. Guns on Campus was another topic of discussion at the conference. The majority of east/west coast colleges do not allow guns, while Kansas schools are concealed carry campuses. A map revealed that the majority of school shootings take place on the east and west coast. Also discussed having a student Trustee to attend meetings to offer a student perspective in decision making.

Dr. Rittle and Dr. Michelle Schoon requested Board review and approval of the essential elements of the Cowley College Mission Statement, Vision Statement, Core Values, Strategic Theme, Strategic Priorities and Goals for the 2018-2021 Strategic Plan.

Jill Long Introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the essential elements of the Cowley College Mission Statement, Vision Statement, Core Values, Strategic Theme, Strategic Priorities and Goals for the 2018-2021 Strategic Plan.

The motion was seconded by Nancy Burger and carried.

**Administrative Reports**

The following Administrative Reports were reviewed:

- 1) The Board completed their first reading of the Political Activity Policy. Final approval will be requested at the June Board meeting.
- 2) Dr. Gloria Walker, VP of Finance and Administration,

Jill Long introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the renewal of a two-year contract with J-Squared Communications for Government Affairs Liaison services as follows:

- August 2018 – May 2019 Contract Fee - \$1,500/month = \$15,000
- September 2019 – May 2020 Contract Fee - \$1,800/month = \$16,200
- Mileage – Roundtrip per month to campus – approx. \$206.02 per trip
- Lobbying registration fee - \$65.00 annually
- Meal Stipend not to exceed \$250.00 to take legislators to lunch when meetings are held off of their offices.

The motion was seconded by Nancy Burger, and carried.

Administration requested Board approval to contract with Korn Ferry/Haygroup to conduct a compression study of both the full time faculty and staff at a negotiated price of \$85,000.

Jill Long Introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approved the contract with Korn Ferry/Haygroup to conduct a feasibility study of both full time faculty and staff at a negotiated price of \$85,000.

The motion was seconded by Bob Juden and carried.

Administration presented the bid sheets for the proposed furniture purchasing, including freight, warehousing, and installation through the furniture consultant/broker and dealers for the Sumner Campus at a cost of \$342,621.58 for the Short Education Building and \$173, 815.52 for the Technology and Innovation Center, for a total of 516,437.10.

Gary Wilson Introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approve the furniture purchases, including freight, warehousing, and installation through the furniture consultant/broker and dealers for the Sumner Campus at a cost of \$342,621.58 for the Short Education Building and \$173,815.52 for the Technology and Innovation Center, for a total of 516,437.10.

The motion was seconded by Brian Sanderholm, and carried.

- 3) Jason O’Toole, Executive Director of Student Affairs provided an Academic update on behalf of Dr. Harold Arnett. Informed the Board that the revised Associate of Applied Science and Computer Science certificates have been approved by Kansas Board of Regents staff. Adult Education held it’s spring Graduation on May 19<sup>th</sup> with 15 graduates. The first ever Cowley Summer Symposium will be hosted by the Instructional Design Team on June 7-9 where Dr. Steven Crawford will present. The “We are Here” Concert for a Cause was held May 5<sup>th</sup> and was attended by roughly 80 people. Also recommended for approval were the contracts for club sponsorship for the 2017-2018 academic year as follows:

Dianne Flickinger	Quiz Bowl	\$1,200
Mark Flickinger	Art Club	\$800
Marlys Cervantes	Creative Writing	\$800
Sarah Mathews	DECA	\$800
Mike Hayden	Math & Science	\$400
Humphrey Wamocha	Math & Science	\$400
Uwe Conrad	Math & Science (Mulvane)	\$400
David Hays	Math & Science (Mulvane)	\$400
Marlys Cervantes	Mile Marker Review	\$800
Ryan Doom	Mile Marker Review (Mulvane)	\$800
Marlys Cervantes	Multi-Cultural Scholars	\$1150
Amy McWhirt	Multi-Cultural Scholars	\$1150
Deborah Layton	PTK	\$3450
Scott Layton	PTK	\$3450
Tiffany Killblane	PTK	\$1500
Daniel Higdon	Skills USA	\$400
	<b>Total Pay</b>	<b>\$17,900.00</b>

- 4) Rama Peroo, Director of Institutional Communication and Public Relations, shared an Institutional Advancement update on behalf of Dr. Kori Gregg. 100 people attended the ribbon cutting ceremony in honor of Linda Adams Hargrove on May 9th. 232 people attended the Great Cowley Duck Dash at Springhill farms, where nearly \$20,000 was raised for student scholarships.

- 5) **Paul Erdmann, VP of Information Technology, reported that the IT department is staying ahead of the move in Mulvane as employees work to vacate the West building. The team is completing a rewiring project in the Bloomenshine building and moving computers and furniture next week while simultaneously creating a plan for the implementation of the Sumner Campus. Lastly, the department is staying up to date with recent upgrades to the SIS system.**
  
- 6) **Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. June 5<sup>th</sup> will be first new freshman orientation. Students will be able to pick a date based on program or area of study. Fall enrollment is currently at 1,094 students, up more than 10% from this time last year. Also mentioned was the Sumner Campus student/parent information night, planned for June 25<sup>th</sup> at Conway Springs High School.**
  
- 7) **Chris Hollon, Executive Director of Institutional Effectiveness, informed the Board that he is working on the institutional dashboard design and will have a strong draft in place before June 1. This dashboard will be an important piece of the College's Higher Learning Commission accreditation and strategic planning.**
  
- 8) **Jason O'Toole, Executive Director of Student Affairs, provided a recap of the recent "What Were You Wearing" exhibit that was displayed in the Wright Room in honor of sexual assault awareness month. Housing closed the school year with 424 students in the dorms. The recent Honors and Awards Banquet was attended by 215 people. Kim Martin and Roxanna James attended the annual Missouri-Kansas-Nebraska (MKN) state TRiO conference where Kim was the only Kansas representative to take part in the Members Involved in Leadership and Engagement (Mile) training.**
  
- 9) **Janet Grace, Sumner Campus Operations Officer, shared a summary of her recent meeting with Wellington City Council, where the majority of questions were centered around enrollment. The College hosted the Wellington Chamber coffee and Luncheon on April 26<sup>th</sup> where 60 people toured the new Technology and Innovation Center.**
  
- 10) **Deborah Layton, Faculty Liaison, provided an update from the faculty. Students and faculty made a strong finish to a productive year. Several Faculty participated in the Cowley First Career Expo in April, while many others will be involved in continuing their education and attending seminars over the summer.**
  
- 11) **Shane Larson, Athletic Director, provided a spring sports update. Mentioned the success of the spring sports teams at national tournaments with men's tennis placing fourth, women's tennis placing eighth, softball placing fifth, women's outdoor track and field finishing 10<sup>th</sup>, and men's outdoor track and field placing 15<sup>th</sup>. Freshman Thais Lindemayer was the individual national champion in the indoor and outdoor pole vault, while Jenny Hoyt was named Jayhawk East Softball Coach of the Year. Cowley Baseball head coach Dave Burroughs will be**

inducted into the NJCAA Baseball Coaches Hall of Fame on Friday, May 25 in Grand Junction, CO.

- 12) The Transportation Report indicated total mileage of 34,294 for the month ending, April, 2018.

Jill Long introduced and moved the adoption of the following resolution.

**RESOLVED**, that the actions described in the Board Policies, Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Sumner Campus Operations, Faculty, Athletics and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Gary Wilson, and carried.

**Personnel**  
**Trans-**  
**actions**

The following personnel were presented for Board approval:

Bob Juden introduced and moved the adoption of the following resolution:

**RESOLVED**, that President, Dr. Dennis C. Rittle and Chair of the Board of Trustees, JoLynn Foster, are hereby authorized to execute the following personnel transactions as presented.

Requests for Advanced Pay:

Certain faculty members, who will have completed their contractual obligations at the end of the school year, have requested advance payment of their salaries for June and July. These faculty members are:

- Frank Arnold
- Marlys Cervantes
- Uwe Conrad
- Steven Cooper
- Mike Hayden
- Brooke Ista
- Sarah Mathews
- Amy McWhirt
- April Nittler
- Elizabeth Peck
- Julie Rhoads
- Michelle Schoon
- Pamela Smith
- Bethany Stewart
- Humphrey Wamocho

**Resignations:**

- Chris Hollon, Executive Director of Institutional Effectiveness, effective June 1, 2018

**Administration:**

- Deborah Phelps, Executive Director of Institutional Effectiveness, at an annual salary of \$69,000, plus fringe benefits, effective May 22, 2018.

**Faculty:**

- Nicholas Albrecht, Director of Theatre, at an annual salary of \$46,731, plus fringe benefits, based on classification “E” of the Faculty Master Agreement, effective August 1, 2018
- Lindsay Allen, Director of Vocal Music, at an annual salary of \$45,848, based on classification “C” of the Faculty Master Agreement, plus fringe benefits, effective August 1, 2018.

**Staff:**

- Ben Maxon, Public Safety Officer, at an hourly rate of \$14.39, plus staff fringe benefits, effective May 22, 2018
- Lana Da Silva, Assistant Volleyball Coach/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective July 2, 2018
- Sandy Wiemers, Financial Aid Specialist, at an annual salary of \$29,640, plus staff fringe benefits, effective May 22, 2018

The motion was seconded by Jill Long, and carried.

**Public Comment**

**Other Business**

**Adjournment**

Brian Sanderholm introduced and moved the adoption of the following resolution:  
RESOLVED, that the Board of Trustees adjourn from the regular meeting.

The motion was seconded by Bob Juden, and carried.

The meeting adjourned at 8:40 pm.

Tiffany Vollmer  
Board Clerk